

## GCLM Monthly Project Progress Report

Project Name: <b>Grants, Contracts, and Loans Management System</b>
---

Reporting Period:	From:	January 1, 2009	To:	January 31, 2009
-------------------	-------	-----------------	-----	------------------

Audience: Sadie Rodriquez-Hawkins, Jan Marie Ferrell, Polly Zehm, Lynne McGuire, DIS, and ISB
---

Schedule Status: ☐ **GREEN** ☐ **YELLOW** ☒ **RED**

*(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)*

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

*(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)*

Risk Status: ☐ **GREEN** ☐ **YELLOW** ☒ **RED**

*(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)*

### Achievements

- Met with the ISB, requesting and them approving a six-month extension to the project.
- Participated in 3 two-hour “direct communication” design sessions focusing on Agreements, Opportunities, Payments, and Disbursements, then documenting assumptions and constraints
- Completed “Group 4” demonstration scenarios for Grant Agreements, Coordinated Effort, Calendaring, Alerts, Master Contracts, and Orders
- Completed “Groups 3” demonstrations and analysis of Provider Registration and Fund Pool
- Completed “Groups 4” demonstrations and analysis of Grant Agreements, Coordinated Effort, Calendaring, Alerts, Master Contracts, and Orders
- Finalized and distributed to Sierra the configuration information for the Washington Look and Feel
- Met with a GCLM Advisory Committee sub-group to work on legal language for the “I Agree” text, email notifications, and terms and conditions.
- Completed reports design for the pilot, and HTF application document mapping.
- For Service Bus:
  - Promoted services/applications from development to QA
  - Completed system testing of all interfaces
  - Conducted a walkthrough of QA installation, configuration, and promotion process

## Objectives for the next reporting period

- Group 5 demonstration and analysis for Progress, Status, Inspections, and Audit Report Documents, Score Card and Evaluation Process Definition and Set up, Payment and Disbursement Request Process, and Opportunities
- For GIS:
  - Develop operations, promotion model, patch control process, and installation/configuration process documentation
- For Service Bus:
  - Transition and knowledge transfer

## Schedule

### Major Milestones and Deliverables for January

- Completed “Group 4” demonstration scenarios for Grant Agreements, Coordinated Effort, Calendaring, Alerts, Master Contracts, and Orders
- Completed “Groups 3” demonstrations and analysis of Provider Registration and Fund Pool

### Planned Major Milestones and Deliverables

	<u>Original</u>	<u>Revised</u>
▪ Pilot		<u>2009</u>
○ Configure System	11/08	1 <sup>st</sup> Qtr.
○ Performance Testing		1 <sup>st</sup> Qtr.
○ System Testing	11/08	2 <sup>nd</sup> Qtr.
○ User Acceptance Testing	12/08	2 <sup>nd</sup> Qtr.
○ Re-baseline – Go/No-Go	12/08	2 <sup>nd</sup> Qtr.
○ Pilot deployment		2 <sup>nd</sup> Qtr.
▪ ECY – CTED first program implementation	1/09	2 <sup>nd</sup> Qtr.
▪ Rollout to remaining programs (2 <sup>nd</sup> Rollout)	6/09	4 <sup>th</sup> Qtr.
○ ECY – CTED program workshops		3 <sup>rd</sup> Qtr.
○ Updated design/configuration specifications		3 <sup>rd</sup> Qtr.
○ Configure/Test System		4 <sup>th</sup> Qtr.
○ User Acceptance Testing & Training		4 <sup>th</sup> Qtr.
○ Deploy system		4 <sup>th</sup> Qtr.
▪ Post implementation review	7/09	4 <sup>th</sup> Qtr.

## Budget

<b>IT Project Pool:</b>	<b>5,463,810</b>
<b>Project-to-date (7/07 to 1/09)</b>	
<i>* Expense transactions recorded as of February 05</i>	
Salaries/Benefits	747,476
Internal Administrative	274,040
Software Package	690,000
External QA	84,870
External Testing	98,388
Equipment	91,388
Travel	1,938
Goods & Services	5,857
Contracted Developer	13,558
<b>Total Expense:</b>	<b>2,007,515</b>
<b>Project Balance:</b>	<b>3,456,295</b>

## Issues

Sierra has notified OFM that the project schedule through the end of February is at risk of slipping based on the current plan. This risk has been communicated and Sierra/OGMA is working with OFM to verify/quantify the slip and discuss mitigation strategies.

## Risks

### Newly discovered or re-arisen, including Risk Severity Indicator

**21494: Only a portion of the system may be delivered for configuration and testing.**

**Impact Area - Schedule**

**Impact Rating - High (9)**

Risk: There is evidence that some functionality will not be delivered for configuration on 3/3/2009.

Mitigation: Alternatives are being researched.

**20838: A large portion of the OGMA work may not be demonstrated until the final demonstration.**

**Impact Area - Schedule**

**Impact Rating - High (6)**

Risk: There is evidence of known work that must be accomplished to fully complete a task. As a result, demonstrations that exhibit progress and an understanding of the requirements and processes will not be seen until the final demonstration (3/2/2009). The number of hours required to complete this work has yet to be determined.

Mitigation: Continue to plan the demonstration scenarios for each group. Have scenarios not demonstrated during the specific group, demonstrated during the final demonstration. Schedule the final demonstration for a full day or more. Request a plan from Sierra.